



## **Town Administrator's Report Select Board Meeting of August 30, 2021**

Matthew Coogan

### **Center at 10 Elm Project Update**

**Demolition of addition** – The rear addition (the “barn”) was completely demolished last week. A fence was also constructed around the site as it is now an active construction site.

**Communication and Project Updates** – With the OPM/ Clerk of Works coming onboard for the project, I will be working with Bob Hazlewood and the Permanent Building Committee on communication and project updates, both for the Select Board and the general public. This will include weekly updates that will be posted on the Town website

### **Stray Voltage Issues at James Road**

National Grid's transformer replacement work on James Road has been delayed due to National Grid's Tropical Storm Henri storm response in Rhode Island. In the meantime, National Grid's civil contractor will be on site this week to install the additional grounding and grids around the transformers. National Grid hopes the additional grounding will decrease the voltage in ground in the area. Power does not need to be disconnected to install the grounding. I will continue to correspond with our National Grid representative on rescheduling the replacement of the transformers on James Road.

### **ARPA Committee**

The Committee has held two meetings. At this afternoon's meeting, the Committee invited DPW Superintendent Chris Olbrot to discuss the recently completed Boxford Culvert & Bridge Asset Management Plan. The plan was completed by TEC engineers and is a thorough assessment of all of Boxford's culverts and bridges. In particular, TEC identifies 7 critical culverts that need to be addressed. The Committee supports utilizing a significant portion of ARPA funding to address these critical culverts. The Committee is working towards a recommendation report to the Select Board on how best to spend ARPA funds. The Town has just under \$2.5 million of funding total, with about \$2 million currently unencumbered. The funding needs to be appropriated by December 2024 and fully expended by December 2026. The Committee has scheduled their next meeting for Thursday, September 23 at 1 PM.

**Inspectional Services Report – June and July**

Inspector of Buildings Bob Aldenburg provided the Select Board an update on permits issued by Inspectional Services for June and July:

The following permits were issued by Inspectional Services for the month of June 2021:

<b>PERMITS</b>	<b>FEES COLLECTED</b>	<b>VALUE</b>
70 Building Permits (35 Inspections)	\$39,344.00	\$2,941,375.00
	<b>JUNE 2020 COMPARISON</b>	
55 Building Permits (30 Inspections)	\$13,924.00	\$1,030,488.00
1 Camp Permits issued	\$175.00	
32 Electrical Permits (40 Inspections)	\$11,044.00	
	<b>JUNE 2020 COMPARISON</b>	
23 Electrical Permits (35 Inspections)	\$3,033.50	
6 Plumbing Permits (10 Inspections)	\$4,820.00	
	<b>JUNE 2020 COMPARISON</b>	
9 Plumbing Permits (12 Inspections)	\$1,120.00	
11 Gas Permits (25 Inspections)	\$1,000.00	
	<b>JUNE 2020 COMPARISON</b>	
9 Gas Permits (20 Inspections)	\$840.00	
<b>TOTAL FEES COLLECTED</b>	<b>\$56,208.00</b>	
	<b>JUNE 2020 COMPARISON</b>	
<b>TOTAL FEES COLLECTED</b>	<b>\$19,092.50</b>	

The following permits were issued by Inspectional Services for the month of July 2021:


<b>PERMITS</b>	<b>FEES COLLECTED</b>	<b>VALUE</b>
24 Building Permits (32 Inspections)	\$ 11,975.00	\$859,002.00
	<b>JULY 2020 COMPARISON</b>	
53 Building Permits (40 Inspections)	\$ 32,927.00	\$2,438,318.00
1 Camp Permit issued	\$100.00	
29 Electrical Permits (25 Inspections)	\$6,441.00	
	<b>JULY 2020 COMPARISON</b>	
23 Electrical Permits (37 Inspections)	\$6,696.50	
14 Plumbing Permits (20 Inspections)	\$3,554.00	
	<b>JULY 2020 COMPARISON</b>	
6 Plumbing Permits (10 Inspections)	\$5,284.00	
10 Gas Permits (11 Inspections)	\$ 715.00	
	<b>JULY 2020 COMPARISON</b>	
9 Gas Permits (27 Inspections)	\$ 760.00	
<b>TOTAL FEES COLLECTED</b>	<b>\$22,685.00</b>	
	<b>JULY 2020 COMPARISON</b>	
<b>TOTAL FEES COLLECTED</b>	<b>\$45,767.50</b>	

**Lockwood Lane Culvert**

DPW Superintendent Chris Olbrot will provide a full DPW Update in person at the September 13th Select Board meeting. In the meantime, he did let me know that he hopes to complete the Lockwood Lane culvert repair (installing a new culvert pipe) by the end of September. He is currently working with the Conservation Commission on an Emergency Cert. At its August 19th meeting the Conservation Commission requested a surveyed plan for the replacement of the culvert pipe, and Chris is in the process of completing the plan for the 9/16 ConsCom meeting.

With the plan to review, it is the expectation that ConsCom will approve and issue the Emergency Cert on the 16th. The order would give DPW 30 days to complete the work.

The August 30<sup>th</sup> agenda packet includes the 2021 road paving plan. Superintendent Olbrot can provide a full rundown at the meeting:

 <b>2021 Roads Program</b>			
STREET	Length (FT)	Width (FT)	Area (SY)
Main (Glendale to 133)	1707	26	4931
Middleton (BB to Endicott)	1995	22	4877
Roberts Rd	2112	22	5163
Harris Rd	1194	22	2919
Moonpenny	2300	24	6133
Crooked Pond	3810	24	10160
Total Miles	1.762878788		34182.66667

**Naming and Dedication of Softball Field at Boy Scout Park - “Jim Locke Field”**

Board Member Perkins and I met with Tim Feeney onsite at the ball field at Boy Scout Park on August 24th. We relayed to him the conversation we had at the last Board meeting. Since then, Mr. Feeney has reached out to Tim O’Brien of the Friends of Boy Scout Park who supports the dedication. Mr. Feeney has provided to the Board additional details on the memorial granite bench he would like to install near the field for James Locke. I have notified DPW Superintendent Chris Olbrot that a “Jim Locke Field” sign would most likely need to be installed and that the Board may request to change the Boy Scout Park sign to “donated in 1961” from “acquired in 1961”.

**Schools**

**Masks in Schools** – Upon the recommendation of Education Commissioner Riley, the Board of Elementary and Secondary Education voted to grant him authority to mandate masks for all public K-12 students, educators and staff through October 1st. After 10/1 the commissioner’s policy would allow middle and high schools to lift the mask mandate for vaccinated students and staff if the school reaches an 80% vaccination rate.

The Boxford Board of Health cancelled their meeting last Wednesday and is scheduled to meet Wednesday 9/1 at 6:30 PM. This will be a virtual meeting and masks in schools will be discussed.

**Masco School preparedness** – I will be attending the annual readiness meeting for Masco tomorrow, Tuesday, August 31st.

### **Public Safety**

**Medical Response Pilot** – Chief Geiger notified me that the pilot program has been live as of this Sunday. We will be receiving delivery of the 4WD pickup from United Rental by next week. I will make arrangements for our public safety team to meet with the Board at its 9/27 meeting for an update.

### **Other items**

**The Willows at Boxford Conservation Restriction** – Land Use Director Ross Povenmire and members of the Conservation Commission CR Subcommittee will be presenting the Select Board with a draft Conservation Restriction (CR) for the Willows at Boxford development project. Approximately 91 acres of the 117-acre site will be included within the CR boundaries and the restriction will provide the public access to trails. The CR Subcommittee has been working on the CR with the project applicant and the National Heritage and Endangered Species Program (NHESP) on behalf of the Conservation Commission, which will be reviewing at their next meeting. Since Select Board will be signing and endorsing the CR, the 9/13 meeting will give the Board an opportunity to review.

**Communication Strategy** – I will be focusing on bolstering and improving avenues of communication between staff, the Board, and the general public. On evenings of Select Board meetings, I will submit a written report that can be posted to the Town website. In addition, I will also be focusing on utilizing the Town website and social media platforms, as well as creating a monthly newsletter that provides updates on town projects and general information useful for residents. My target is an October first issue. I will be establishing open office hours in the coming weeks as well, in person and also through Zoom.

Finally, I will be attending Boards and Commission meetings to introduce myself. So far, I have attended Planning Board, Conservation Commission, and Permanent Building Committee meetings.